## APPLICATION FOR RECORDS RETENTION SCHEDULE

Form 4998 (7-78)

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES ARCHIVES AND HISTORY DHR Application Number Office of General Administration Application Date Records Management Unit - Room 621-H November 26, 1980 47 Trinity Avenue, S.W. Date Completed Date Received Apolication Number Atlanta, Georgia 30334 DEC DHR 80-39 1980 Telephone Number Working Title 2. Person to Contact 656-4976 Chief, Records Management Unit William J. McDonald Department-wide Schedule -- to combine the two schedules and to 3. Action Requested provide one schedule for personnel a. Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated.

c. Amend Application No. 79-122 & delete 238check One: Change; Supercade; Void training to be used by all DHR Divisions State-wide 5. Records Series Title (followed by title used in office; if different) 4. Detes of Series Earliest Personnel/Staff Teaching/Training Files to present What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Department of Human Resources, through the leadership of the Commissioner, is responsible for planning, organizing, directing, coordinating, and controlling the delivery of services to residents of Georgia. Included are: diagnosis and treatment of mental disorders; control of physical health programs; administration of public assistance programs; Federal Food Programs; administration of the delivery systems of services to indigents, children, and adolescents; administration of programs which enable the non-productive members of society (blind, physically and mentally handicapped) to function as productive members of society; administration of programs for the elderly; evaluation of programs of the Department, and suggesting improvements in these programs; and supportive services. The Records Management Unit coordinates the records management program for the Department; writes schedules for all Department records to show length of retention, when to transfer to the State Records Center or State Archives, and when to destroy records; serves as lieison for DHR and the State Records Management Office; designs forms; and coordinates DHR printing requests. This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. 7. Records Series Description Documents relating to: In-service training received by DHR employees; and to developing training materials and/or curriculum standards for contracted agencies funded by Federal and/or State resources, and providing in-service training to personnel for those agencies, State-wide. 🦈 Included are: DHR Personnel Training - form 5607 (Application for Merit System TRaining) shows applicant's name, Social Security No., sex, race, age; full unit name, Division/Office/Institution. mailing address, county, and phone; complete Merit System Job Title.; training requested; training location; whether or not course applied for before; Merit System Management Courses previously completed, employees signature, and date; supervisory statement as to need for training , signature and date; and Training Coordinator's signature of acceptance, and date. form letters Notification to applicant of acceptance; to Division/Office/Institution listing names of applicants approved to attend course of training; to Division/Office regarding late cancellations or "no shows" of its employees; 2 letters of admonishment to applicant - one for not attending course or notifying Personnel Services in advance of cancellation and one that class was cancelled because the minimum required number of participants did Contracted Agency Personnel (programs for services to children, families, and older Americans through Titles IV-A, IV-B, XIX, and XX) form 5068 (Financial Annex-Provider Contract Departmental Information) which shows contract number, effective date, and expiration date; contractor name and address, type of service to be provided; financial information and official certification; agreement as to employees for the service, access to records, Department's rights, confidentiality of information of individuals, publicity, financial information and termination clause, equipment purchases and disposition, contractor compliance with State and Federal laws, rules, regulations, and standards, narrative description of project; purpose of project; job descriptions, qualifications of personnal employed for project; and detailed budgetary information; fiscal/expendi-DHR Personnel - by date: thereunder, alphabetically by name of course of training. Contracted Agencies - alphabetically by program; thereunder, alphabetically by name of contracted agency. 8. Monthly Reference Rate How often are records referred to which are: Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; One to six months old occasionally ? twenty-five months and older \_ 9. Annual Rate of Accumulation or Records
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79-122A Recommendations in paragraph			Elizabe		Date
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79-122A Recommendations in paragraph 2 are approved. If disapproved, attach letter	State Augitor/C Secretary i St Attorney Gener	Designee	Elizabe		Dete

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES ARCHIVES AND HISTORY Office of District Programs Application Number Application Date Child Development Section May 25, 1979 618 Ponce de Leon Avenue, N. E. Date Received Date Completed Application Number Atlanta, Georgia 30306 **JUE** 5 JUN 5 1979 1979 DHR 79-20 Telephone Number Working Title 2. Person to Contact Ms. Dorothy Sampson or Ms. Mary Frances Radcliffe ... Administrative Officer 894-5681 3. Action Requested a. A Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series **Earliest** Latest Title XX Staff and Local Contract Agency Training Files 4/76 to date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Office of District Programs supervises the Special Councils on Aging, Maternal and Infant Health, Family Planning, Developmental Disabilities, Appalachian Health, State Office of Economic Opportunity, Volunteer Services, and Child Development Services. Other duties and responsibilities of this Office include intergovernmental relations, particularly with county and local officials and their respective State associations. The Child Development Section is responsible for the purchase of services for low-income families and individuals. These services are provided to current, former, and potential recipients of public welfare; for developing policy procedures, recommending policy changes, and making determination that services purchased comply with Federal regulations. This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. 7. Records Series Description developing training meterials and/or curriculum modules for child development contracted agencies, and providing in-service training State-wide. Included are: CONTRACT/PROPOSAL consisting of form 5068 (5-77) (Financial Annex - Provider Contract Departmental Information) which shows contract number, effective date, and expiration date; contractor name and address, type of service to be provided; financial information and official certification; agreement as to employees for the service, access to records, Department's rights, confidentiality of information of individuals, publicity, financial information and termination clause, equipment purchases and disposition, contractor compliance with State and Federal laws, rules, reglations and standards, narrative description of project; purpose of project; job descriptions, qualifications of personnel employed for project; and detailed budgetary information; fiscal/expenditure reports monitoring reports, monthly reports, final report, material developed; and related correthereunder, alphabetically by contracted agency. The file is arranged: alphabetically by program; How often are records referred to which are: 8. Monthly Reference Rate One to six months old daily Seven to twelve months old daily \_\_; Thirteen to twenty-four months old frequently twenty-five months and older occasionally 9. Annual Rate of Accumulation or Records ; Other (Specify) Legal-size drawers Letter-size drawers

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Form 4998 (7-78)

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	•	Elizabeth W. Crank, C.R.M. State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved.	State Auditor/Designee	2-1	7-3-79
(If disapproved, attach letter	XXX O. S.	D YI	
of explanation.)	Secretary of State/Designee	Carroll Sav	16-71-79
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6. Is the in ornulou contained in this deries over summarized or published?  Attached your summary or publication.	1150
b. Does to the sontain classified information requiring security handling?	1741
7. Does the series initiate, amend or terminate agency policies and procedures?	
3. Could the function be performed if the file; were lost or destroyed?	Jan .
. Is the series (or major portion of it) regularly microfilmed? If yes, why?	
). Does the record series provide data as input to an EDP file?	
L. Does the record series contain documentation produced as EDP printout?	
2. Has the Federal Government issued instructions governing the retention/disposition of these files?	
3. Will there be a need for these records 10, 15 years from now? If yes, what?	THE I
REQUIREMENTS. The following requires the files to be kept years:	
(Cite Law, Statute, or other reason for the retention requirement)	
AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each - CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the end ;
Hold in the current files area month(s)/ year(s):  Transfer to [X State Records Center [] Local Holding Area; hold year(s)  Destroy.  Transfer to State Archives for permanent retention.  Destroy immediately after cut-off.  Other: (Specify)	(8)
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ods Manager it Officer (Signature) Date OTHER REQUIRED SIGNATURES	DATE
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COMMITTEE   Approved [ ] Disapproved   Cirroll Hand	0-28-12
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